FORM NLRB-501 (3-21)

UNITED STATES OF AMERICA NATIONAL LABOR RELATIONS BOARD

CHARGE AGAINST EMPLOYER

DO NOT WRITE IN THIS	SPACE
^{Case} 29-CA-297398	Date Filed 6/10/2022

INSTRUCTIONS:

File an original with NLRB Regional Director for the region in which the alleged unfair labor practice occurred or is occurring.

File an original with NERB Regional Director for the region in	·	irg.
	OYER AGAINST WHOM CHARGE IS BROUGHT	
a. Name of Employer		b. Tel. No.
Amazon.com Services, LLC		(855) 579-1766
·		` '
		c. Cell No.
		f. Fax. No.
d. Address (Street, city, state, and ZIP code)	e. Employer Representative	
546 Gulf Avenue	(b) (6), (b) (7)(C)	g. e-mail
	(b) (6), (b) (7)(C)	
	(b) (b), (b) (1)(b)	
NY Staten Island 10314		h. Number of workers employed
		8000
i. Type of Establishment (factory, mine, wholesaler, etc.)	j. Identify principal product or service	
Consumer Goods	Online Retail	
The above-named employer has engaged in and is engaged	ging in unfair labor practices within the meaning of section	8(a), subsections (1) and
(list subsections) 3	of the National Labor F	Relations Act, and these unfair labor
practices are practices affecting commerce within the me	aning of the Act_or these unfair labor practices are practi	res affecting commerce within the
	arming of the ret, of the so armain labor practices are practic	cos unocang commorco want ano
meaning of the Act and the Postal Reorganization Act.		
2. Basis of the Charge (set forth a clear and concise state	ement of the facts constituting the alleged unfair labor pra	ctices)
See additional page		
1 0		
3. Full name of party filing charge (if labor organization, g	ive full name, including local name and number)	
Amazon Labor Union		
4a. Address (Street and number, city, state, and ZIP cod	٥١	4b. Tel. No.
4a. Addiess (Stieet and number, City, State, and Zir Cod	5)	(b) (6), (b) (7)(C)
		(b) (b), (b) (1)(c)
(1) (0) (1) (7)(0)		4c. Cell No.
(b) (6), (b) (7)(C)		
		4d. Fax No.
		4e. e-mail
		(b) (6), (b) (7)(C
		@amazonlaborunion.org
5. Full name of national or international labor organizatio	n of which it is an affiliate or constituent unit (to be filled in v	when charge is filed by a labor organization)
6 DECL	ARATION	Tol No
	ove charge and that the statements	Tel. No.
	ny knowledge and belief.	(212) 231-2235
ale tide to the best of h	iy kilowedge alid bellet.	Office, if any, Cell No.
710	Jeanne Mirer	
W / 'L		
(signature of representative or person making charge)	(Print/type name and title or office, if any)	Fax No.
	, ,,	(251) 319-2955
1 Whitehall Street 16th Floor		, ,
		li
Address New York NY 10004	Date 06/10/2022 09:51:04 AM	e-mail
Address New York NY 10004	Date 06/10/2022 09:51:04 AM	e-mail jmirer@julienmirer.com

WILLFUL FALSE STATEMENTS ON THIS CHARGE CAN BE PUNISHED BY FINE AND IMPRISONMENT (U.S. CODE, TITLE 18, SECTION 1001)
PRIVACY ACT STATEMENT

Solicitation of the information on this form is authorized by the National Labor Relations Act (NLRA), 29 U.S.C. § 151 et seq. The principal use of the information is to assist the National Labor Relations Board (NLRB) in processing unfair labor practice and related proceedings or litigation. The routine uses for the information are fully set forth in the Federal Register, 71 Fed. Reg. 74942-43 (Dec. 13, 2006). The NLRB will further explain these uses upon request. Disclosure of this information to the NLRB is voluntary; however, failure to supply the information may cause the NLRB to decline to invoke its processes.

Basis of the Charge

8(a)(3)

Within the previous six months, the Employer discharged an employee(s) because the employee(s) joined or supported a labor organization and in order to discourage union activities and/or membership.

Name of employee discharged	Approximate date of discharge
(b) (6), (b) (7)(C)	©)(5), (5),(7),(6) 2022



UNITED STATES GOVERNMENT NATIONAL LABOR RELATIONS BOARD

REGION 29 Two Metro Tech Center Suite 5100 Brooklyn, NY 11201-3838

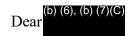
Agency Website: www.nlrb.gov Telephone: (718)330-7713 Fax: (718)330-7579 Download NLRB Mobile App

(b) (6), (b) (7)(C)

Amazon.com Services, LLC 546 Gulf Avenue Staten Island, NY 10314

June 10, 2022

Re: Amazon.com Services, LLC Case 29-CA-297398



Enclosed is a copy of a charge that has been filed in this case. This letter tells you how to contact the Board agent who will be investigating the charge, explains your right to be represented, discusses presenting your evidence, and provides a brief explanation of our procedures, including how to submit documents to the NLRB.

<u>Investigator</u>: This charge is being investigated by Field Attorney BRENT E. CHILDERHOSE whose telephone number is (718)765-6187. If this Board agent is not available, you may contact Supervisory Attorney TARA O'ROURKE whose telephone number is (718)765-6213.

Right to Representation: You have the right to be represented by an attorney or other representative in any proceeding before us. If you choose to be represented, your representative must notify us in writing of this fact as soon as possible by completing Form NLRB-4701, Notice of Appearance. This form is available on our website, www.nlrb.gov, or from an NLRB office upon your request.

If you are contacted by someone about representing you in this case, please be assured that no organization or person seeking your business has any "inside knowledge" or favored relationship with the National Labor Relations Board. Their knowledge regarding this proceeding was only obtained through access to information that must be made available to any member of the public under the Freedom of Information Act.

<u>Presentation of Your Evidence</u>: We seek prompt resolutions of labor disputes. Therefore, I urge you or your representative to submit a complete written account of the facts and a statement of your position with respect to the allegations set forth in the charge as soon as possible. If the Board agent later asks for more evidence, I strongly urge you or your representative to cooperate fully by promptly presenting all evidence relevant to the investigation. In this way, the case can be fully investigated more quickly.

Full and complete cooperation includes providing witnesses to give sworn affidavits to a Board agent, and providing all relevant documentary evidence requested by the Board agent. Sending us your written account of the facts and a statement of your position is not

enough to be considered full and complete cooperation. A refusal to fully cooperate during the investigation might cause a case to be litigated unnecessarily.

In addition, either you or your representative must complete the enclosed Commerce Questionnaire to enable us to determine whether the NLRB has jurisdiction over this dispute. If you recently submitted this information in another case, or if you need assistance completing the form, please contact the Board agent.

We will not honor requests to limit our use of position statements or evidence. Specifically, any material you submit may be introduced as evidence at a hearing before an administrative law judge regardless of claims of confidentiality. However, certain evidence produced at a hearing may be protected from public disclosure by demonstrated claims of confidentiality.

Further, the Freedom of Information Act may require that we disclose position statements or evidence in closed cases upon request, unless an exemption applies, such as those protecting confidential financial information or personal privacy interests.

<u>Preservation of all Potential Evidence:</u> Please be mindful of your obligation to preserve all relevant documents and electronically stored information (ESI) in this case, and to take all steps necessary to avoid the inadvertent loss of information in your possession, custody or control. Relevant information includes, but is not limited to, paper documents and all ESI (e.g. SMS text messages, electronic documents, emails, and any data created by proprietary software tools) related to the above-captioned case.

<u>Prohibition on Recording Affidavit Interviews:</u> It is the policy of the General Counsel to prohibit affiants from recording the interview conducted by Board agents when subscribing Agency affidavits. Such recordings may impede the Agency's ability to safeguard the confidentiality of the affidavit itself, protect the privacy of the affiant and potentially compromise the integrity of the Region's investigation.

<u>Correspondence</u>: All documents submitted to the Region regarding your case MUST be filed through the Agency's website, <u>www.nlrb.gov</u>. This includes all formal pleadings, briefs, as well as affidavits, documentary evidence, and position statements. The Agency requests all evidence submitted electronically to be in the form it is normally used and maintained in the course of business (i.e., native format). Where evidence submitted electronically is not in native format, it should be submitted in a manner that retains the essential functionality of the native format (i.e., in a machine-readable and searchable electronic format).

If you have questions about the submission of evidence or expect to deliver a large quantity of electronic records, please promptly contact the Board agent investigating the charge. If you cannot e-file your documents, you must provide a statement explaining why you do not have access to the means for filing electronically or why filing electronically would impose an undue burden.

In addition, this Region will be issuing case-related correspondence and documents, including complaints, compliance specifications, dismissal letters, deferral letters, and withdrawal letters, electronically to the email address you provide. Please ensure that you receive important case-related correspondence, please ensure that the Board Agent assigned to your case has your preferred email address. These steps will ensure that you receive correspondence faster and at a significantly lower cost to the taxpayer. If there is some reason you are unable to receive correspondence via email, please contact the agent assigned to your case to discuss the circumstances that prevent you from using email.

Information about the Agency, the procedures we follow in unfair labor practice cases and our customer service standards is available on our website, www.nlrb.gov or from an NLRB office upon your request. NLRB Form 4541, Investigative Procedures offers information that is helpful to parties involved in an investigation of an unfair labor practice charge.

We can provide assistance for persons with limited English proficiency or disability. Please let us know if you or any of your witnesses would like such assistance.

Very truly yours,

KATHY DREW-KING Regional Director

Enclosures:

- 1. Copy of Charge
- 2. Commerce Questionnaire

cc: Amber M. Rogers, Esq. Hunton Andrews Kurth LLP 1445 Ross Avenue, Suite 3700 Dallas, TX 75202

> Kurt G. Larkin, Esq. Hunton Andrews Kurth LLP 951 E. Byrd Street Suite 700 Richmond, VA 23219

FORM NLRB-5081 (3-11)	NATIONAL LABOR RELA	TIONS BOARD		
	ONNAIRE ON COMME	RCE INFORMATION		
Please read carefully, answer all applicable items, and ret	urn to the NLRB Office. If additio	nal space is required, please add a page	and identify item number.	
CASE NAME			ASE NUMBER	
			-CA-297398	
1. EXACT LEGAL TITLE OF ENTITY (As filed w	ith State and/or stated in legal	documents forming entity)		
2. TYPE OF ENTITY				
	I DADTNITDCHID I I COLI	C DD ODDITTORGITTO 1 1 OTHER	(C : C)	
[] CORPORATION [] LLC [] LLP [] 3. IF A CORPORATION or LLC	PARTNERSHIP [] SOLE	E PROPRIETORSHIP [] OTHER	(Specify)	
A. STATE OF INCORPORATION	B. NAME, ADDRESS, AND	RELATIONSHIP (e.g. parent, subsidia	v) OF ALL RELATED EN	NTITIES
OR FORMATION				
4. IF AN LLC OR ANY TYPE OF PARTNERSHII	P FIII I NAME AND ADDRE	SS OF ALL MEMBERS OF PARTN	FDC	
4. If AN LEC OR ANT TITE OF TAXINERSHIP	, FULL NAME AND ADDRE	55 OF ALL MEMBERS OR TAKIN	EKS	
5. IF A SOLE PROPRIETORSHIP, FULL NAME	AND ADDRESS OF PROPRI	ETOR		
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6. BRIEFLY DESCRIBE THE NATURE OF YOU	R OPERATIONS (Products ha	ndled or manufactured, or nature of ser	vices performed).	
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8. NUMBER OF PEOPLE PRESENTLY EMPLOY A. TOTAL:	B. AT THE ADDRESS INVO	DLVED IN THIS MATTER:		
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A. TOTAL: 9. DURING THE MOST RECENT (Check the approach) A. Did you provide services valued in excess of \$50,0	B. AT THE ADDRESS INVO	[] 12 MONTHS or [] FISCAL	YES) NO
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SIGNATURE

12. AUTHORIZED REPRESENTATIVE COMPLETING THIS QUESTIONNAIRE

NAME AND TITLE (Type or Print)

PRIVACY ACT STATEMENT

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the NLRB to refuse to process any further a representation or unfair labor practice case, or may cause the NLRB to issue you a subpoena and seek enforcement of the subpoena in federal court.

E-MAIL ADDRESS

DATE

UNITED STATES OF AMERICA

BEFORE THE NATIONAL LABOR RELATIONS BOARD

AMAZON.COM SERVICES, LLC Charged Party and AMAZON LABOR UNION Charging Party	Case 29-CA-297398
AFFIDAVIT OF SERVICE OF CHARGE AGAINS	T EMPLOYER
I, the undersigned employee of the National Labor Rela served the above-entitled document(s) by post-paid regu addressed to them at the following addresses:	
(b) (6), (b) (7)(C) Amazon.com Services, LLC 546 Gulf Avenue Staten Island, NY 10314	
Amber M. Rogers, ESQ. Hunton Andrews Kurth LLP 1445 Ross Avenue, Suite 3700 Dallas, TX 75202	
Kurt G. Larkin, ESQ. Hunton Andrews Kurth LLP 951 E. Byrd Street Suite 700 Richmond, VA 23219	
Date	nter NAME, Designated Agent of NLRB Name

Signature

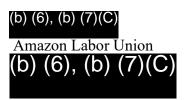


UNITED STATES GOVERNMENT NATIONAL LABOR RELATIONS BOARD

Download

REGION 29 Two Metro Tech Center Suite 5100 Brooklyn, NY 11201-3838

Agency Website: www.nlrb.gov Telephone: (718)330-7713 Fax: (718)330-7579 Download NLRB Mobile App



June 10, 2022

Re: Amazon.com Services, LLC Case 29-CA-297398

Dear (b) (6), (b) (7)(C)

The charge that you filed in this case on June 10, 2022 has been docketed as case number 29-CA-297398. This letter tells you how to contact the Board agent who will be investigating the charge, explains your right to be represented, discusses presenting your evidence, and provides a brief explanation of our procedures, including how to submit documents to the NLRB.

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<u>Presentation of Your Evidence</u>: As the party who filed the charge in this case, it is your responsibility to meet with the Board agent to provide a sworn affidavit, or provide other witnesses to provide sworn affidavits, and to provide relevant documents within your possession. Because we seek to resolve labor disputes promptly, you should be ready to promptly present your affidavit(s) and other evidence. If you have not yet scheduled a date and time for the Board agent to take your affidavit, please contact the Board agent to schedule the affidavit(s). If you fail to cooperate in promptly presenting your evidence, your charge may be dismissed without investigation.

<u>Preservation of all Potential Evidence:</u> Please be mindful of your obligation to preserve all relevant documents and electronically stored information (ESI) in this case, and to

take all steps necessary to avoid the inadvertent loss of information in your possession, custody or control. Relevant information includes, but is not limited to, paper documents and all ESI (e.g. SMS text messages, electronic documents, emails, and any data created by proprietary software tools) related to the above-captioned case.

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We can provide assistance for persons with limited English proficiency or disability. Please let us know if you or any of your witnesses would like such assistance.

Very truly yours,

KATHY DREW-KING

Regional Director

cc: Jeanne MirerJulien Mirer & Singla, PLLC1 Whitehall Street16th Floor

New York, NY 10004

NATIONAL LABOR RELATIONS BOARD

NOTICE OF APPEARANCE

Amazon.com Services, LLC	
and Individual	CASE 29-CA-297398 Amazon.com Services, LLC
EXECUTIVE SECRETARY NATIONAL LABOR RELATIONS BOARD Washington, DC 20570	GENERAL COUNSEL NATIONAL LABOR RELATIONS BOARD Washington, DC 20570
THE UNDERSIGNED HEREBY ENTERS APPEARANCE AS REPRESENTATE AMAZON.COM SERVICES LLC	IVE OF
IN THE ABOVE-CAPTIONED MATTER.	
CHECK THE APPROPRIATE BOX(ES) BELOW: REPRESENTATIVE IS AN ATTORNEY	
IF REPRESENTATIVE IS AN ATTORNEY, IN ORDER TO ENSURE TO CERTAIN DOCUMENTS OR CORRESPONDENCE FROM THE AGENCY IN BOX MUST BE CHECKED. IF THIS BOX IS NOT CHECKED, THE PARTY VEOCUMENTS SUCH AS CHARGES, PETITIONS AND FORMAL DOCUMENT CASEHANDLING MANUAL.	ADDITION TO THOSE DESCRIBED BELOW, THIS VILL RECEIVE ONLY COPIES OF CERTAIN
(REPRESENTATIVE INFORM	MATION)
KURT G LARKIN	
HUNTON ANDREWS KURTH LLP,951 E B MAILING ADDRESS: RICHMOND VA	YRD ST., SUITE 700
E-MAIL ADDRESS: KLARKIN@HUNTONAK.COM	
OFFICE TELEPHONE NUMBER: 8047888776	
CELL PHONE NUMBER:	FAX:
SIGNATURE: (Please sign in in k.) DATE: Friday, June 10, 2022 4:49 PM Eastern Standard Time	

 $^{^1}$ IF CASE IS PENDING IN WASHINGTON AND NOTICE OF APPEARANCE IS SENT TO THE GENERAL COUNSEL OR THE EXECUTIVE SECRETARY, A COPY SHOULD BE SENT TO THE REGIONAL DIRECTOR OF THE REGION IN WHICH THE CASE WAS FILED SO THAT THOSE RECORDS WILL REFLECT THE APPEARANCE.

NATIONAL LABOR RELATIONS BOARD

NOTICE OF APPEARANCE

Amazon.com Services, LLC	
and Individual	CASE 29-CA-297398 Amazon.com Services, LLC
EXECUTIVE SECRETARY NATIONAL LABOR RELATIONS BOARD Washington, DC 20570	GENERAL COUNSEL NATIONAL LABOR RELATIONS BOARD Washington, DC 20570
THE UNDERSIGNED HEREBY ENTERS APPEARANCE AS REPRESENTATE AMAZON.COM SERVICES LLC	IVE OF
IN THE ABOVE-CAPTIONED MATTER.	
CHECK THE APPROPRIATE BOX(ES) BELOW: REPRESENTATIVE IS AN ATTORNEY REPRESENTATIVE IS AN ATTORNEY IN ORDER TO ENCURE IT.	THAT THE DADTY MAY DECENT CODIES OF
IF REPRESENTATIVE IS AN ATTORNEY, IN ORDER TO ENSURE TO CERTAIN DOCUMENTS OR CORRESPONDENCE FROM THE AGENCY IN BOX MUST BE CHECKED. IF THIS BOX IS NOT CHECKED, THE PARTY V DOCUMENTS SUCH AS CHARGES, PETITIONS AND FORMAL DOCUMEN CASEHANDLING MANUAL.	ADDITION TO THOSE DESCRIBED BELOW, THIS VILL RECEIVE ONLY COPIES OF CERTAIN
(REPRESENTATIVE INFORM	MATION)
Amber M. Rogers NAME: HUNTON ANDREWS KURTH LLP,1445 Ro MAILING ADDRESS: Dallas TX	oss Avenue, Suite 3700
E-MAIL ADDRESS: arogers@hunton.com	
OFFICE TELEPHONE NUMBER: 2144683308	0440000044
CELL PHONE NUMBER:	2148800011 _FAX:
SIGNATURE: A POCIDIO DISCOLLABORATURE: Priday, June 10, 2022 4:53 PM Eastern Standard Time	

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REGION 29 Two Metro Tech Center Suite 5100 Brooklyn, NY 11201-3838

Agency Website: www.nlrb.gov Telephone: (718)330-7713 Fax: (718)330-7579

September 26, 2022

Jeanne Mirer, Esq. Julien Mirer & Singla, PLLC 1 Whitehall Street 16th Floor New York, NY 10004

Retu R. Singla, Esq. Julien Mirer & Singla, PLLC 1 Whitehall Street 16th Floor New York, NY 10004

Re: Amazon.com Service, LLC

Case Nos. 29-CA-296817, 29-CA-297398

Dear Ms. Mirer, Ms. Singla:

We have carefully investigated and considered your charges that Amazon has violated the National Labor Relations Act.

Decision to Dismiss: Based on that investigation, I have decided to dismiss your charge for the reasons discussed below.

Your charges allege that the Employer discriminatorily suspended and then discharged (b) (6), (b) (7)(C) because of protected concerted and union activity. Contrary to what you allege, however, the evidence does not show that (b) (6), (b) (7)(C) was treated in a discriminatory manner. Rather, the evidence shows the Employer discharged actions, the Employer's discharge of is defensible consistent with the Board's lo ght Line standard as the Employer has demonstrated it would have discharged protected activities. See Wright Line, 251 NLRB 1083 (1980).

Based on the foregoing, and in the absence of evidence that the Employer has violated the Act in any other manner encompassed by the charges, I am refusing to issue a complaint in these matter Accordingly, I am dismissing the charges.

Charging Party's Right to Appeal: The Charging Party may appeal my decision to the General Counsel of the National Labor Relations Board, through the Office of Appeals.

Means of Filing: You must file your appeal electronically or provide a written statement explaining why electronic submission is not possible or feasible. Written instructions for the NLRB's E-Filing system and the Terms and Conditions of the NLRB's E-Filing policy are available at www.nlrb.gov. See User Guide. A video demonstration which provides step-by-step instructions and frequently asked questions are also available at www.nlrb.gov. If you require additional assistance with E-Filing, please contact e-Filing@nlrb.gov.

You are encouraged to also submit a complete statement of the facts and reasons why you believe my decision was incorrect. If you cannot file electronically, please send the appeal and your written explanation of why you cannot file electronically to the **General Counsel** at the **National Labor Relations Board, Attn: Office of Appeals, 1015 Half Street SE, Washington, DC 20570-0001**. Unless filed electronically, a copy of the appeal should also be sent to me. The main telephone number for the Office of Appeals is (202)273-3760.

The appeal MAY NOT be filed by fax or email. The Office of Appeals will not process faxed or emailed appeals.

Appeal Due Date: The appeal is due on October 11, 2022. If the appeal is filed electronically, the transmission of the entire document through the Agency's website must be completed no later than 11:59 p.m. Eastern Time on the due date. If filing by mail or by delivery service an appeal will be found to be timely filed if it is postmarked or given to a delivery service no later than October 7, 2022. If an appeal is postmarked or given to a delivery service on the due date, it will be rejected as untimely. If hand delivered, an appeal must be received by the General Counsel in Washington D.C. by 5:00 p.m. Eastern Time on the appeal due date. If an appeal is not submitted in accordance with this paragraph, it will be rejected.

Extension of Time to File Appeal: The General Counsel may allow additional time to file the appeal if the Charging Party provides a good reason for doing so and the request for an extension of time is **received on or before October 11, 2022.** The request may be filed electronically through the *E-File Documents* link on our website www.nlrb.gov, by fax to (202)273-4283, by mail, or by delivery service. The General Counsel will not consider any request for an extension of time to file an appeal received after October 11, 2022, **even if it is postmarked or given to the delivery service before the due date.** Unless filed electronically, a copy of the extension of time should also be sent to me.

Confidentiality: We will not honor requests to limit our use of appeal statements or evidence. Upon a request under the Freedom of Information Act (FOIA) by a party during the processing of an appeal, the Agency's FOIA Branch discloses appeal statements, redacted for personal privacy, confidential source protection, or other applicable FOIA exemptions. In the event the appeal is sustained, any statement or material submitted may be introduced as evidence

at a hearing before an administrative law judge. However, certain evidence produced at a hearing may be protected from public disclosure by demonstrated claims of confidentiality.

Very truly yours,

Kathy Drew King Regional Director

Kayen Den Rig

Enclosure

cc: (b) (6), (b) (7)(C)

Amazon 546 Gulf Avenue Staten Island, NY 10314

Amber M. Rogers, Esq. Hunton Andrews Kurth LLP 1445 Ross Avenue, Suite 3700 Dallas, TX 75202

Kurt G. Larkin, Esq. Hunton Andrews Kurth LLP 951 E. Byrd Street Suite 700 Richmond, VA 23219

UNITED STATES OF AMERICA NATIONAL LABOR RELATIONS BOARD

APPEAL FORM

Date:

To: General Counsel

Attn: Office of Appeals National Labor Relations Board 1015 Half Street SE Washington, DC 20570-0001	
Please be advised that an appeal is here National Labor Relations Board from the action issue a complaint on the charge in	•
Case Name(s).	
Case No(s). (If more than one case number, inclutaken.)	ude all case numbers in which appeal is
	(Signature)

E-FILING TO APPEALS

- 1. **Extension of Time**: This document is used when the Charging Party is asking for more time to efile an Appeal.
 - If an Extension of Time is e-filed, and there are additional documents to be e-filed simultaneously with it, please e-file those documents under the selection **Correspondence**.
 - After an Extension of Time has already been e-filed, any **additional** materials to add to the Extension of Time should be e-filed under **Correspondence**.
- File an Appeal: If the Charging Party does not agree with the Region's decision on the case, an Appeal can be e-filed.
 - Only one (1) Appeal can be e-filed to each determination in the Region's decision letter that is received.
 - After an Appeal has been e-filed, any additional materials to add to the Appeal should be e-filed under Correspondence.
- 3. **Notice of Appearance**: Either party can e-file a Notice of Appearance if there is a new counsel representing one side or a different counsel.
 - This document is only e-filed with the Office of Appeals after a decision has been made by the Region.
 - This document can be e-filed **before** an Appeal is e-filed.
- 4. **Correspondence**: Parties will **select** Correspondence when adding documents or supplementing the Appeal or Extension of Time.
 - Correspondence is used to e-file documents after an Extension of Time, Appeal or Notice of Appearance has been e-filed.
- 5. **Position Statement**: The Charging Party or Charged Party may e-file a Position Statement.
 - The Charging Party will e-file this document as a supplement of the Appeal.
 - The Charged Party will specifically file one to support the Region's decision.
 - This document should be e-filed after an Extension of Time, Appeal or Notice of Appearance has been e-filed.
- 6. **Withdrawal Request**: If the Charging Party decides to no longer pursue their appeal, he/she can e-file a Withdrawal Request to the Office of Appeals.
 - This document should be e-Filed after an Extension of Time, Appeal or Notice of Appearance has been e-filed.



- 7. The selections of **Evidence** or **Other** should no longer be used.
- 8. If you need to contact the Office of Appeals, please call (202)273-3760.